

Minutes
Regular Session
Breckenridge City Commission

November 3, 2015 – 5:30 P.M.
Breckenridge City Offices Commission Chambers
105 North Rose Avenue
Breckenridge, Texas 76424

Those Present: Jimmy McKay, Mayor; Sherry Strickland, Mayor Pro-Tem; Tom Cyprian, Commissioner; Andy McCuiston, City Manager; Heather Robertson-Caraway, City Secretary; Calvin Chaney, Fire Chief; Stacy Harrison, Public Service Director; Michael Roach, Lois Rockefeller, Kevin King, Virgil Moore, Dewayne Adams, Tony Pilkington, Breckenridge American

Those Absent: David Wimberley, Commissioner; R. Kent Thompson, Commissioner

1. **Call to Order:** Jimmy McKay, Mayor, at 5:30pm a quorum was established
2. **Invocation Led By:** Pastor Michael Roach
3. **Pledge of Allegiance:** Mayor McKay led the Pledge of Allegiance
4. **Employee Recognition:** City Manager McCuiston wanted to recognize City Secretary Heather Robertson-Caraway for keeping her Level II Certification with TMCEC – there are only 352 Cities in the state of Texas with an employee at this level.
5. **Consider approval of minutes of the October 6th, 2015 City Commission Meeting.**

Commissioner Strickland made a motion, seconded by Commissioner Cyprian, for approval of minutes of the October 6th, 2015 City Commission Meeting. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

6. **Citizens Presentations:** None

CONSENT AGENDA

ALL ITEMS LISTED BELOW ARE CONSIDERED TO BE ROUTINE BY THE CITY COMMISSION AND WILL BE ENACTED WITH ONE MOTION, THERE WILL BE NO SEPARATE DISCUSSION OF ITEMS UNLESS A COMMISSION MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS AND CONSIDERED IN ITS NORMAL SEQUENCE.

7. **Request to approve Departmental Reports**
8. **Request to approve Quarterly Investment Report for 4th Quarter 2014-15**

- 9. Request to approve Hotel/Motel Quarterly Financial Statements – 3rd Quarter 2015**
- 10. Request to approve a Resolution 15-32 to enter into an Agreement with the State of Texas through the Texas Department of Transportation for the Temporary Closure of State Highway 180 for a Parade Associated with the Breckenridge Chamber of Commerce (Christmas Parade)**
- 11. Request to approve Breckenridge Economic Development Corporation Semi-Annual Report for April 1, 2015 through September 30, 2015**
- 12. Request to approve George, Morgan, Sneed Engagement Letter to Conduct Audit on Chamber of Commerce – City Hotel/Motel Tax Funds**

Commissioner Cyprian made a motion, seconded by Commissioner Strickland, to approve the Consent Agenda. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

INDIVIDUAL CONSIDERATION

- 13. Request to award bid for roll-up doors on Trade Barn.**

City Manager McCuiston stated this item is in the budget. We are trying to provide a better environment for vendors at Trade Days from the weather. We received one bid for \$12,800 from Donnie Sechrest. We would like to have the roll-up doors in place by the December show.

Commissioner Strickland made a motion, seconded by Commissioner Cyprian, to award bid to Donnie Sechrest. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

- 14. Request to pursue Eminent Domain for softball field project**

Mayor McKay stated our City Attorney Lois Rockefeller will address this item. Lois stated City Manager McCuiston had contacted her stating we were acquiring property for a new ballfield that will be owned by the City. Kevin King has been working tirelessly on this endeavor. There are still 4 properties we are trying to get. We have all rights to use an Eminent Domain proceeding. I have provided a detailed overview of the process of Eminent Domain to acquire these 4 properties. We are required to acquire these properties for value. These properties are in the Flood Zone and cannot be built on. If you agree to this tonight, we start from the beginning. This is a lengthy process. City Manager McCuiston explains picture of the survey plat.

Mayor McKay made a motion, seconded by Commissioner Cyprian, to pursue Eminent Domain for the softball field project. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

15. Request to authorize City Manager or City Secretary to Purchase New Software for Utility Billing, Payroll and Accounting Modules

City Secretary Robertson-Caraway stated over the past year and a half I have been researching software's. I had 4 different companies come and do demos with several members of the staff. After getting staff feedback and seeing what different software's had to offer, the capabilities of each and receiving references from about 30 other cities, the staff is recommending that we accept the quote from Tyler Technologies on Incode Software. Our Court is using Incode and will tie in with the accounting module.

Commissioner Strickland made a motion, seconded by Commissioner Cyprian, to authorize City Manager or City Secretary to Purchase New Software for Utility Billing, Payroll and Accounting Modules. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

16. Request to approve Membership Agreement with National Joint Powers Alliance (NJPA)

City Secretary Robertson-Caraway stated this goes hand in hand with item 14. It will satisfy the procurement requirements on the purchase of the Incode software so that we don't have to go out for bid.

Commissioner Cyprian made a motion, seconded by Commissioner Strickland, to approve Membership Agreement with National Joint Powers Alliance (NJPA). When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

17. Request to approve a contract for Fire Department Assessment (\$6,280) with FTC Consulting.

City Manager McCuiston stated you will recall when we did the Police Department assessment it was a specialized company. We feel that assessment was successful. We want to do the same thing with the Fire Department. Mayor McKay asked when will this take place. City Manager McCuiston stated the company would like to do this in November, since Calvin will be off two weeks, we will have to coordinate.

Mayor McKay made a motion, seconded by Commissioner Strickland, to approve a contract for Fire Department Assessment (\$6,280) with FTC Consulting. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

18. Request to approve Ordinance 15-18 Revising Chapter 5 – Building and Structure

City Secretary Robertson-Caraway stated Municode was having clarification issues on Section 5 with codifying the building and permit fees in our Ordinances. So, we decided to revise Section 5 to remove the fees completely from that section and simply have a statement on where to find all fees in the budget.

Commissioner Cyprian made a motion, seconded by Commissioner Strickland, for approval of Ordinance 15-18 Revising Chapter 5 – Building and Structure. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

19. Request to approve the first reading of Ordinance 15-19 Permit Fees

City Secretary Robertson-Caraway stated this is the Ordinance to clarify the fees in the budget section. This will need to be read twice, so it will be on the next agenda. After the final reading, it will be published in the paper.

Commissioner Strickland made a motion, seconded by Commissioner Cyprian, for approval of the first reading of Ordinance 15-19 Permit Fees. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

20. Request to approve Resolution 15-33 to secure a line of credit

City Manager McCuiston stated this item is done annually. Our cash flows are low and we have 2 major projects we have to upfront money on and wait for reimbursement.

Commissioner Cyprian made a motion, seconded by Commissioner Strickland, for approval of Resolution 15-33 to secure a line of credit. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

21. City Manager Reports

- a. **City Clean-up** – Fire Chief Chaney stated the brush clean-up was October 18th. We don't have a total, but it was a lot. Joint venture with the county. People really took advantage of this service.
- b. **New Fire Truck** – Fire Chief Chaney stated the truck is here and in full service. After the meeting you all can go outside and take a look at it. The building is also complete. We will have an open house in December.
- c. City Manager McCuiston stated we have 50 houses in the Monofill so far and have filled in one cell and now working on the second. Fire Chief Chaney added they had marked 14 more houses today.

22. Items from the City Commission not requiring formal action: None

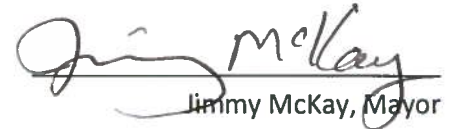
23. Adjourn

Commissioner Strickland made a motion, seconded by Commissioner Cyprian, to adjourn the meeting. When the motion was put to vote, it prevailed as follows: Ayes: McKay, Strickland, Cyprian. Nays: None. Absent: Wimberley, Thompson.

Meeting adjourned at 6:22 P.M.

ATTEST


Heather Robertson-Caraway, City Secretary


Jimmy McKay, Mayor

